

PURCHASING

BUDGET UNIT: PRINTING SERVICES (IAG PUR)

I. GENERAL PROGRAM STATEMENT

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports. This program is an internal service fund and as such, all operational costs are distributed to user departments through overhead rates.

The Purchasing – Printing Services budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	2,615,521	2,666,312	2,540,228	2,641,808
Total Revenue	2,557,341	2,800,000	2,700,000	2,805,000
Total Revenue Over/(Under) Exp	(58,180)	133,688	159,772	163,192
Budgeted Staffing		18.0		18.0
Fixed Assets	143,700	81,887	46,229	208,179
Unrestricted Net Assets Available at Yr End	726,848		550,000	
Workload Indicators				
Printed Pages - Units	75,713,806	80,000,000	80,000,000	76,000,000
Graphic Arts - Hrs. Billed	3,245	4,000	3,200	3,500

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	1.0	

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Printing Services
FUND: Internal Services IAG PUR

FUNCTION: General
ACTIVITY: Printing

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ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	721,194	754,330	75,394	-	829,724
Services and Supplies	1,677,021	1,773,506	704	-	1,774,210
Central Computer	5,504	3,633	1,211	-	4,844
Other Charges	7,617	5,951	-	-	5,951
Transfers	40,550	40,550	(397)	-	40,153
Total Exp Authority	2,451,886	2,577,970	76,912	-	2,654,882
Reimbursements	(42,658)	(42,658)	-	-	(42,658)
Total Appropriation	2,409,228	2,535,312	76,912	-	2,612,224
Depreciation	131,000	131,000	-	-	131,000
Total Operating Expense	2,540,228	2,666,312	76,912	-	2,743,224
Revenue					
Current Services	2,700,000	2,800,000	76,912	-	2,876,912
Total Revenue	2,700,000	2,800,000	76,912	-	2,876,912
Revenue Over/(Under) Exp.	159,772	133,688	-	-	133,688
Budgeted Staffing		18.0	-	-	18.0
Fixed Asset Exp.					
Equipment	1,008	35,000	-	-	35,000
Lease	45,221	46,887	-	-	46,887
Total Fixed Assets	46,229	81,887	-	-	81,887

GROUP: Internal Services
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FUND: Internal Services IAG PUR

FUNCTION: General
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ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
Appropriation							
Salaries and Benefits	829,724	17,743	847,467	(38,453)	809,014	-	809,014
Services and Supplies	1,774,210	(138,423)	1,635,787	-	1,635,787	-	1,635,787
Central Computer	4,844	-	4,844	-	4,844	-	4,844
Other Charges	5,951	(4,872)	1,079	-	1,079	-	1,079
Transfers	40,153	(2,732)	37,421	-	37,421	-	37,421
Total Exp Authority	2,654,882	(128,284)	2,526,598	(38,453)	2,488,145	-	2,488,145
Reimbursements	(42,658)	(5,132)	(47,790)	-	(47,790)	-	(47,790)
Total Appropriation	2,612,224	(133,416)	2,478,808	(38,453)	2,440,355	-	2,440,355
Depreciation	131,000	32,000	163,000	-	163,000	-	163,000
Total Operating Expense	2,743,224	(101,416)	2,641,808	(38,453)	2,603,355	-	2,603,355
Revenue							
Current Services	2,876,912	(71,912)	2,805,000	(38,453)	2,766,547	-	-
Total Revenue	2,876,912	(71,912)	2,805,000	(38,453)	2,766,547	-	2,766,547
Revenue Over/(Under) Exp.	133,688	29,504	163,192	-	163,192	-	163,192
Budgeted Staffing	18.0	-	18.0	(1.0)	17.0	-	17.0
Fixed Asset Exp.							
Equipment	35,000	125,000	160,000	-	160,000	-	160,000
Lease	46,887	1,292	48,179	-	48,179	-	48,179
Total Fixed Assets	81,887	126,292	208,179	-	208,179	-	208,179

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Base Year Adjustments

Salaries and Benefits	23,611	MOU.
	42,926	Retirement.
	<u>8,857</u>	Risk Management Workers Comp.
	<u>75,394</u>	
Services and Supplies	<u>704</u>	Risk Management Liabilities.
Central Computer	<u>1,211</u>	
Transfers	<u>(397)</u>	Incremental change in EHAP.
Total Expense Change	<u>76,912</u>	
Total Revenue Change	<u>76,912</u>	Increase in printing services.
Total Rev Over/(Under) Change	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>17,743</u>	Additional increase due to step increases.
Services and Supplies	(134,905)	Decrease due to anticipated spenddown of county departments.
	<u>(3,518)</u>	GASB 34 Accounting Change (EHAP).
	<u>(138,423)</u>	
Other Charges	<u>(4,872)</u>	Due to less interest due on current Lease/purchases.
Transfers	3,518	GASB 34 Accounting Change (EHAP) placing expense in this category.
	<u>(6,250)</u>	Delete proportional share of vehicle purchase.
	<u>(2,732)</u>	
Total Exp Authority	<u>(128,284)</u>	
Reimbursements	<u>(5,132)</u>	Anticipated increase from Centarl Mail and Central Stores.
Depreciation	<u>32,000</u>	Additional depreciation due for anticipated purchase of equipment.
Total Operating Exp	<u>(101,416)</u>	
Revenue		
Current Services	(71,912)	Net decrease anticipated in revenue.
Total Revenue	<u>(71,912)</u>	
Rev Over/(Under) Exp	<u>(29,504)</u>	
Fixed Asset Exp		
Equipment	125,000	Net increase in capital equipment due to the purchase of a CTP (Computer to Plate) system at a cost of \$160,000. This purchase will save county departments a minimum of \$21.00 per order as it will enable Graphic Arts to go from designing on a computer to outputting a plate for the job to be printed.
	<u>1,292</u>	Net increase in principal due on current lease/purchases.
Lease	<u>1,292</u>	
Total Fixed Assets	<u>126,292</u>	

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Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	38,453	38,453	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	38,453	38,453	-
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
<i>Graphics Technician</i>	75742	(1.0)	(38,453)	(38,453)	-
Subtotal Recommended - Delete		(1.0)	(38,453)	(38,453)	-
Subtotal Recommended - Retain		-	-	-	-
Total Slated for Deletion		(1.0)	(38,453)	(38,453)	-
<u>Vacant Budgeted In Recruitment - Retain</u>					
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.